



European Policy Intern – ODI Europe

Ref.: ODIEUR0224

Location: Brussels, Belgium

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ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

Our values

ODI is guided by four core values. Together we are **fearless**, **inspirational**, **rigorous** and **ethical** (F.I.R.E) in all that we do.

F.I.R.E

ODI's Values-Behaviour Framework

Values

Fearless

Guiding Principles

We have the courage to take an independent perspective
We are not afraid to challenge the status quo
We are agile and prepared for change
We speak out against injustice and unacceptable behaviour

Inspirational

We are passionate about our mission and purpose
We are truly international, working in partnership to tackle issues of global and local concern
We strive for excellence and to be the best at what we do
We aim to be a positive influence for change

Rigorous

We are experts in our field
We are socially and culturally aware
We ensure high quality analysis and evidence that is robust
We facilitate the transformation of ideas to policy

Ethical

We act in accordance with our Codes of Conduct
We are zealous in our safeguarding & ethical research practices
We abide by our written rules on business ethics
We believe in transparency, openness, honesty, fairness and integrity in everything we do

Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

Job description

6 month internship – ODI Europe

Job Title:	Intern
Grade:	
Programme/Department:	ODI Europe
Responsible to:	TBC
Responsible for:	N/A
Location:	Brussels, Belgium

Purpose of job

This exciting role is expected to support the work of the ODI Europe team through undertaking responsive pieces of short research and analysis and supporting our policy engagement work including events.

This role will stand at the intersection of ODI's analytical work and its public-facing engagement. The holder of the role will be expected to be a strong team player, willing to work in a fast paced environment.

Background

Europe and the world sit at the confluence of multiple and converging crises. Impacts from the COVID-19 pandemic, to climate change, or the effects of the Russian invasion of Ukraine and the war in Gaza, are creating fault lines across the multilateral system. This is a pivotal time for global relations as these challenges are creating an uncertain future, which could further exacerbate inequality, deteriorations in trust, violence as a tool of political expression, as well as suppression of freedoms and human rights. Responding to these challenges effectively requires new approaches that can transcend old aid paradigms and make better use of capacities, skills and resources across governments, business and civil society.

ODI Europe is a leading global affairs think and do tank. We are an independent not for profit European entity, based in Brussels. We facilitate global evidence and dialogue, between the likes of Stockholm, D.C. and Durban and New Delhi: we are building a platform to address the big policy challenges facing humanity. Through research, convening and influencing, we generate ideas that matter for people and planet. We are interdisciplinary in our approach, with a diverse staff base and network across sectors. ODI Europe works closely with partners based around the world, and with colleagues in our offices in London and Washington D.C., to drive global change.

If you share ODI's vision and values, we encourage you to think about joining us at this exciting juncture. If you are motivated to make the world a fairer place, and can bring new energy, ideas and perspectives, together with constructive challenge, then we look forward to hearing from you. Read on to find out more about ODI Europe and how you can join the team.

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Main duties and responsibilities

- Support the development of reports, briefs, and policy papers
- Assist in organizing events, conferences, and roundtable discussions
- Collaborate with a diverse team on various global affairs projects
- Contribute background research pieces on geopolitical trends and international policies
- Stay updated on current affairs and contribute to the organization's knowledge base; this includes relevant press review tasks to be shared with the ODI Europe team
- Under the guidance of the Senior EU Policy Analyst, proactively lead on horizon scanning, sharing intelligence with teams, identifying potential events, debates, policy initiatives, reforms and funding opportunities of interest to ODI teams.
- Represent ODI at relevant external fora, conferences and meetings as needed under the direction of the Director of ODI Europe.
- Support ODI's wider work on public affairs and policy engagement.

Undertake such other duties within the scope of their post as may be requested by their Manager

Person Specification**Essential:**

- A relevant master's degree or relevant experience and international exposure
- Strong analytical, research, writing and communication skills
- Passionate about global affairs, diplomacy, and international relations
- Proficiency in English; additional language skills are a plus
- Proactive, detail-oriented, and able to thrive in a fast-paced environment
- Strong team player.

Desirable:

- Knowledge/experience of working in Brussels and the workings of the European Institutions.
- Other European languages.

Key relationships and contacts

- Director, ODI Europe
- EU Senior Policy Analyst, ODI Europe and other ODI Europe colleagues
- Head of Strategic Partnership Communications
- Researchers, project managers and other associates across ODI
- Digital Officer
- Public Affairs Manager

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety

ODI is committed to developing and supporting diverse and inclusive teams of people who share our passion, where we can all be ourselves and succeed on merit. We offer a range of flexible, family friendly and inclusive employment policies to support colleagues from a range of backgrounds and nationalities.

Remuneration:

Monthly stipend of 1000 euros

What We Offer:

- Hands-on experience in a global affairs think tank
- Mentorship from seasoned professionals in the field (i.e. policy analysis, research)
- Networking opportunities with experts and practitioners
- Exposure to diverse perspectives and challenging projects

How to Apply:

Send your CV, cover letter, and a 1 page writing sample to SPODIE-admin@odi.org with the subject line "Internship Application: Global Affairs."
Application deadline: **10th July 2024.**

Ideal starting date: As soon as possible

Application process

ODI job site: <https://odi.org/en/careers/>

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: Based in Brussels Belgium

Salary: 1000 euro stipend per month. Starting salary will be dependent on qualifications and experience, and subject to review.

Part of a generous remuneration package (including benefits such as: complementary pension scheme /or contribution as percentage of annual salary, allowances/benefits package appropriate to the location of the role, generous a leave entitlement, and enhanced maternity, paternity and family friendly policies.)

Contract: Fixed-term